

**UNITED STATES DISTRICT COURT & PROBATION OFFICE
EASTERN DISTRICT OF NORTH CAROLINA**

DIRECTOR OF INFORMATION TECHNOLOGY

Vacancy Announcement No: 14-11

Location: Raleigh, NC

Salary Grade/Promotional Potential: CL 29 - 30 (\$68,108 - \$130,830)*

*Depending upon experience and qualifications

Opening Date: September 4, 2014

Closing Date: Open Until Filled**

** First /Initial Cut-off Date: October 3, 2014

Description of Vacancy:

The United States District Court and United States Probation Office for the Eastern District of North Carolina are seeking qualified applicants for a full-time Director of Information Technology (IT). This position is responsible for managing the consolidated Automation and Information Technology Department of the District Court and Probation Office. The combined agencies encompass seven locations with approximately 170 users. Applications are housed on both LINUX/UNIX systems, Novell Netware Servers, Windows Server 2012/SQL, and Windows 7 as the primary desktop operating system. Off-the-shelf applications include Microsoft Office, WordPerfect, Adobe Professional, Lotus Notes, Internet Explorer, Firefox, and other applications.

The Director must possess excellent leadership, project management, analytical and communication skills; and, must successfully direct the planning, coordinating, and integrating of all automation and IT functions. The Director reports directly to the Honorable James C. Dever III, Chief United States District Judge.

Representative Duties:

The Director of IT performs duties and responsibilities which include, but are not limited to, the following:

- Identifies short and long range automation needs and objectives, including anticipation of future requirements, and ensures subordinate staff provide effective use of automated resources available to the district.
- Develops and implements short and long range automation improvement plans, in accordance with the Judiciary Long Range Plan and the district's needs and objectives, ensuring implementation district wide. Establishes priorities and manages projects to accomplish the district's objectives expeditiously while delivering quality service.
- Develops and maintains a budget spending plan for the district's automation program, allocates resources to support the cyclical replacement and maintenance of all systems, and manages the approved budget including procurement and inventory control.
- Works with judges, the Clerk of Court and Chief U.S. Probation Officer, or designees and serves as a member of the management teams.
- Directs the automation staff by assigning, monitoring, and approving work. Prepares and conducts performance evaluations, recommends personnel actions, plans and provides training, motivates automation staff and demonstrates a commitment to high customer satisfaction.
- Provides programming support and is proficient with a variety of programming languages and tools concerning computer networking, database management, and internet/intranet application and

development. The ability to work with and/or supervise languages such as Visual Studio, C#, Java, Perl, PHP, SQL, HTML, XML and shell scripting for UNIX/Linux platforms is essential.

- Researches, identifies and adapts national proposed system equipment. Evaluates proposed system equipment, configuration and makes recommendations. Recommends placement and use of equipment. Identifies the need for supplemental equipment and works with vendors. Develops specific system features that satisfy the automation needs of the district.
- Directs purchases of commercial software, identifying alterations or custom designs. Ensures physical and logical security for hardware and software.
- Manages the development and execution of a court automation training plan, as well as local court technical and user documentation, to ensure effective use of installed automated programs, coordinating as necessary with the Administrative Office, Federal Judicial Center, supplying vendors, and others in the data processing community regarding automated systems.
- Provides consultation to and oversees the day-to-day administration, operation, back-up, and support to the entire Court with regard to the areas of automation, including network systems, remote access, desktop applications, computers, printers, scanners, audio-video systems, telephones, mobile devices, etc.
- Ensures safety, security and integrity of databases to include user access, off-site storage and security procedures. Works as part of a team to develop and manage a continuity of operations plan (COOP) in the event of a major system failure within a building, a fire, and/or other building or local disaster.
- Oversees automation inventory maintenance, maintenance contracts, and software license management.
- Establishes protocol and ensures compliance for systems and applications documentation.
- Responsible for procurement, installation, life-cycle maintenance, and disposal of IT hardware and software.
- Provides help desk/trouble shooting support to staff as needed.
- Performs other duties as assigned.

Qualifications:

To qualify for the position, an individual must have (1) a bachelor's degree in computer science or related field and at least five years' management experience supervising a staff of automation personnel; (2) the ability to exercise mature and independent judgment; (3) a thorough knowledge of the basic concepts, principles and theories of management; (4) demonstrated ability to manage automated systems in a medium-size organization; (5) proven ability to successfully manage large projects; (6) excellent communication and interpersonal skills and unquestioned integrity; and (7) ability to lift 40 lbs.

Preferred: A Master's Degree in computer science, software engineering, or business. Thorough working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design and data communications; ability to troubleshoot and problem solve. Experience in analyzing, evaluating and determining automation needs and planning to implement systems to meet those needs. General aptitude to learn new operating system languages and applications. Experience with technology planning, trends, and strategic planning, and the implementation of automation initiatives. The ability to set priorities and effectively resolve competing demands in an atmosphere of constant change. Skilled in training non-automation personnel in automation techniques and processes. Knowledge of the legal terminology, federal court processes, and functions of the court. Ability to conduct research of all available services and provide proposed solutions; isolate and take corrective actions to applications software and hardware problems. Skilled at applying existing or new principles in difficult or challenging situations. Skilled in communications, human relations, team building, and ability to manage using a shared decision making approach. Dedicated to customer service and ability to assess, balance, and prioritize competencies, interests, and accomplishes objectives on schedule without compromising quality. Demonstrated record of ongoing professional development.

Technical Qualifications: Extensive knowledge of software Life Cycle Management to include software testing method, practices and preventive maintenance activities. Knowledge of sophisticated structured programming methods, practices and applications sufficient to extract and format data in INFORMIX and SQL relational database management system environment. Knowledge of LINUX operating system and INFORMIX compliant relational database management system. Knowledgeable in web design. The ability to program using languages such as Visual FoxPro, C++, Visual Basic, Java, Perl, PHP, SQL, HTML, XML and shell scripting for UNIX/LINUX platforms evidence of leadership and management ability. Familiar with the workings of LAN/WAN configurations as well as routers, hubs and switches.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. Employment will be considered provisional pending the successful completion of a ten-year, full-field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.

Benefits:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures:

All interested persons must submit a single PDF version of the application package which is to include the following documents:

- A cover letter and resume
- The official AO 78 Application Form, which may be obtained at www.nced.uscourts.gov.
- Copies of the last two performance evaluations
- College transcripts
- Narrative statement, not to exceed one page, outlining management philosophy
- A list of three professional references

Application packages should be emailed to: NCE_HumanResources@ncep.uscourts.gov. Preference will be given to application packages that are received by the first/interim cutoff date.

Travel and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

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